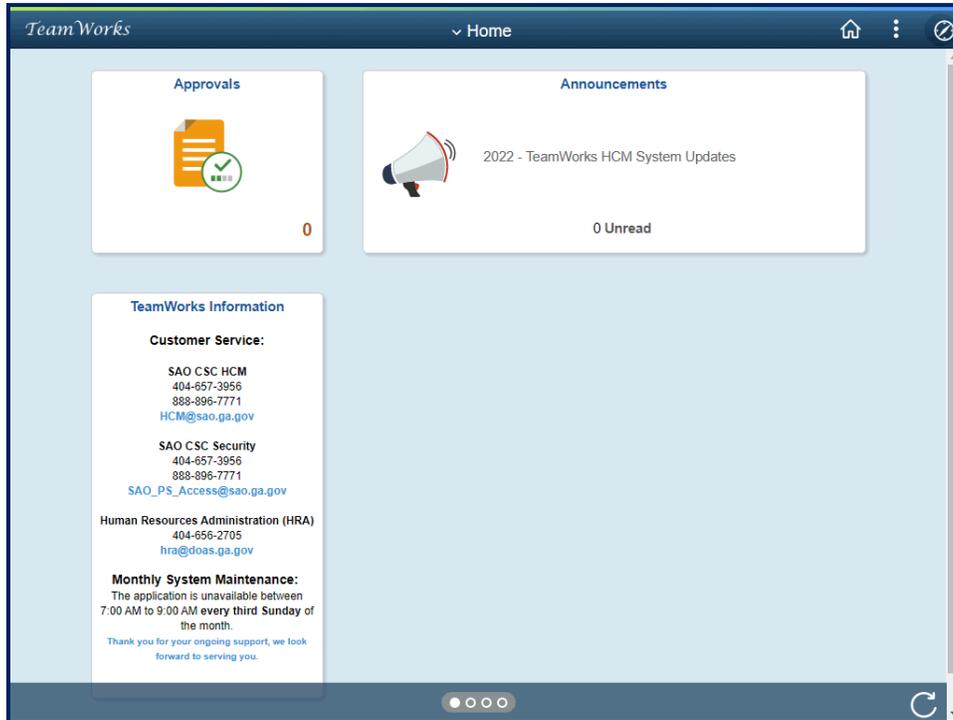
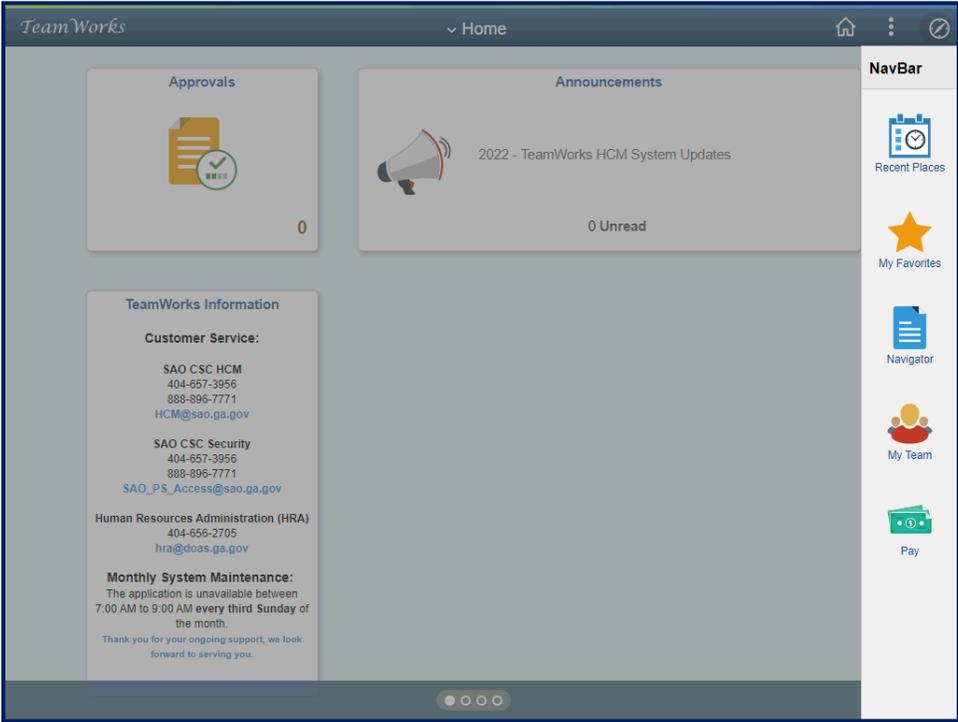
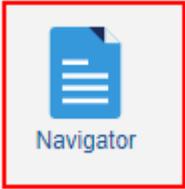


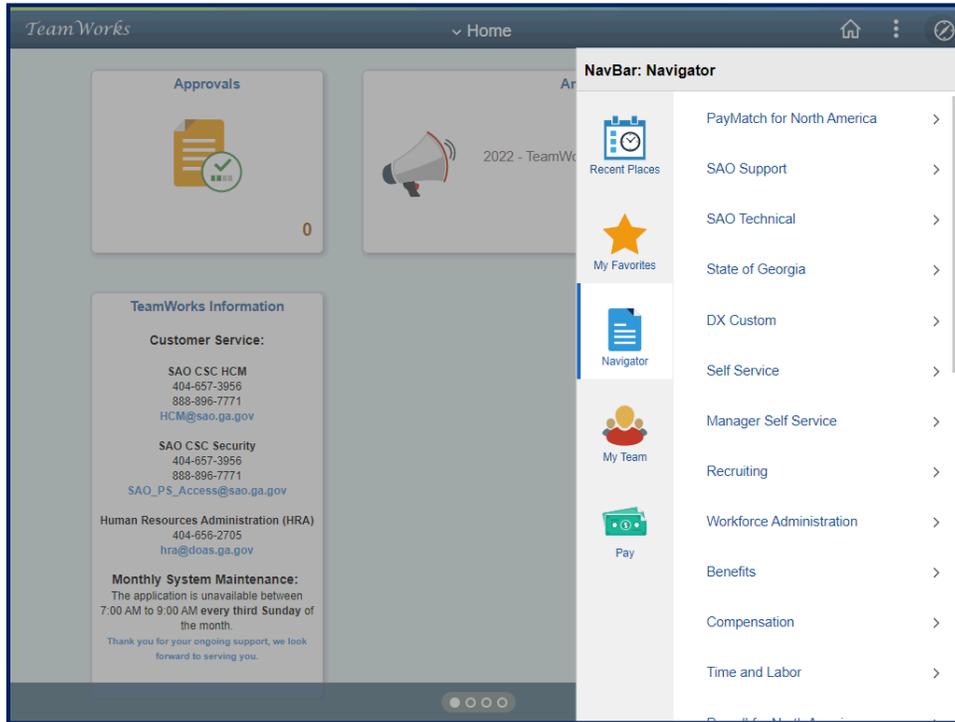
Annual Leave Payout - Employee Opt In/Out



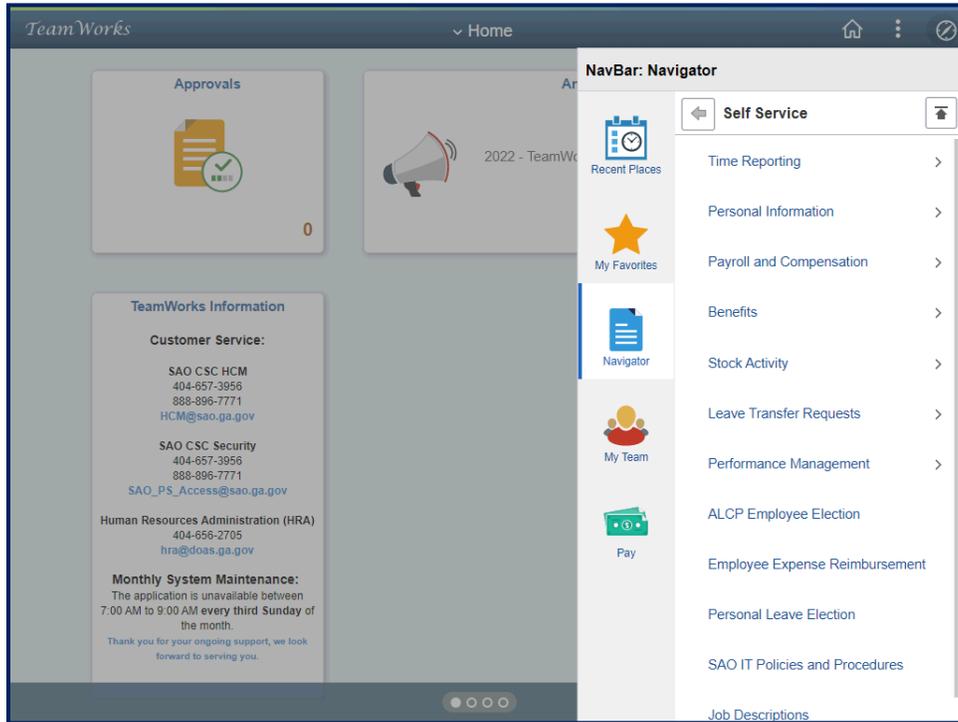
Step	Action
1.	<p>Begin by navigating to the ALCP Employee Election page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar link.</p> 



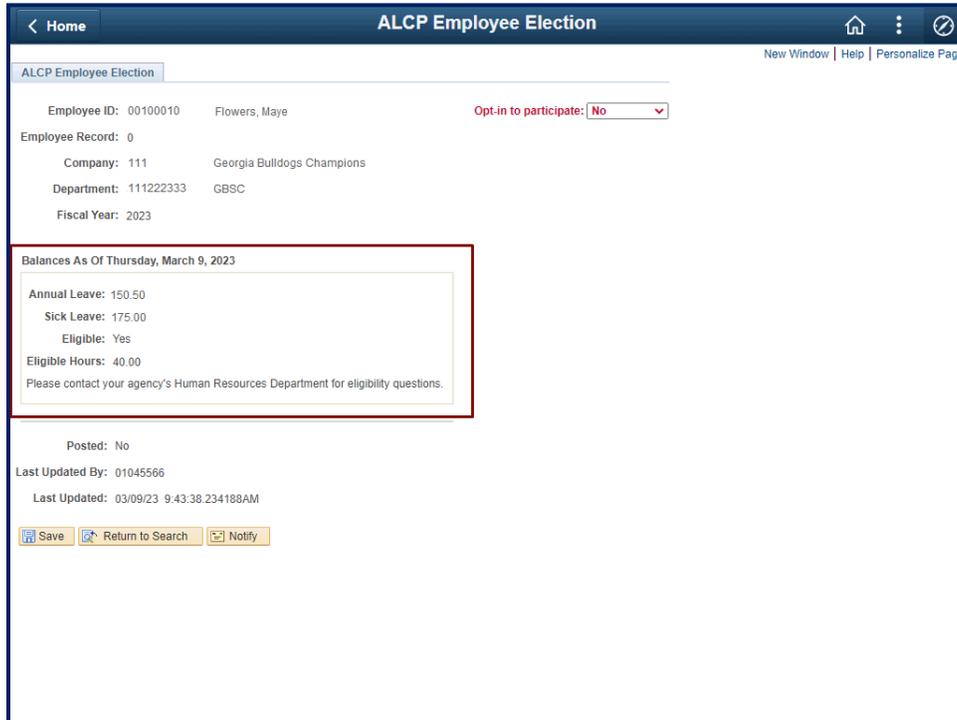
Step	Action
2.	Click the Navigator link. 



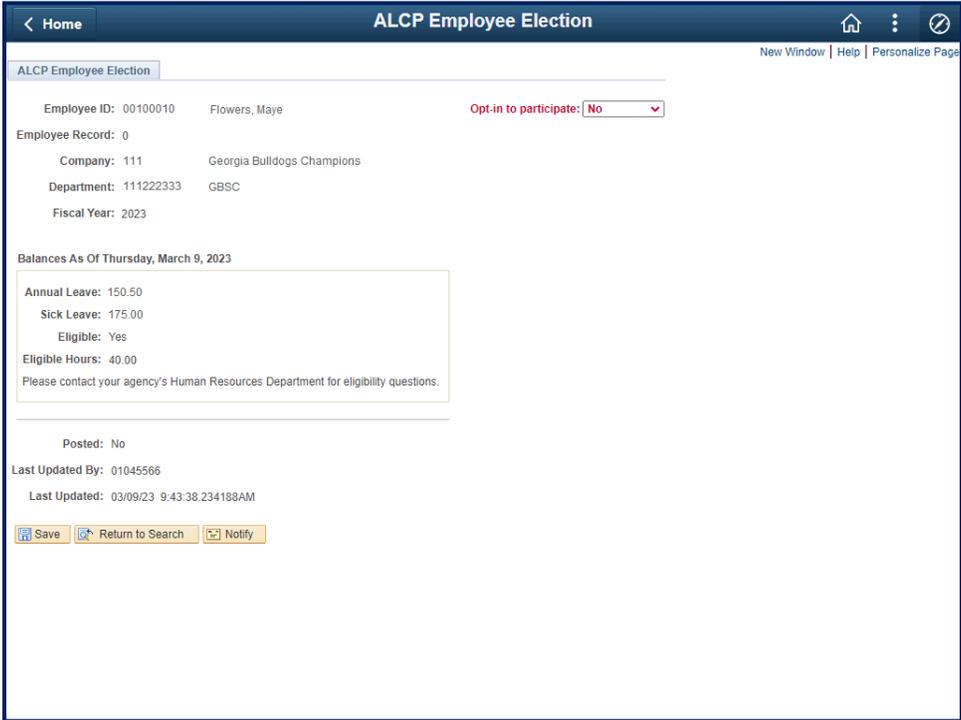
Step	Action
3.	Click the Self Service link. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Self Service</div>



Step	Action
4.	Click the ALCP Employee Election link. <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">ALCP Employee Election</div>

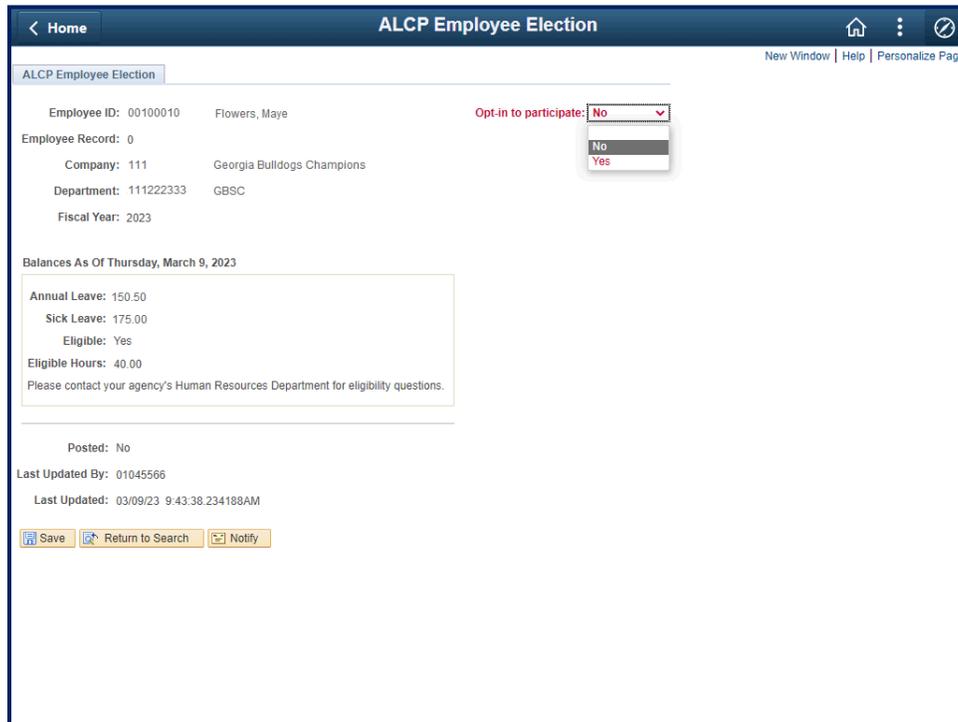


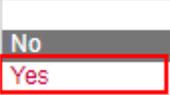
Step	Action
5.	<p>Once the ALCP Employee Election page appears, notice the employee is able to view their Annual Leave, and Sick Leave, Eligible and Eligible Hours information.</p> <p>Note: For eligibility questions employees should contact the agency's Human Resources Department.</p>

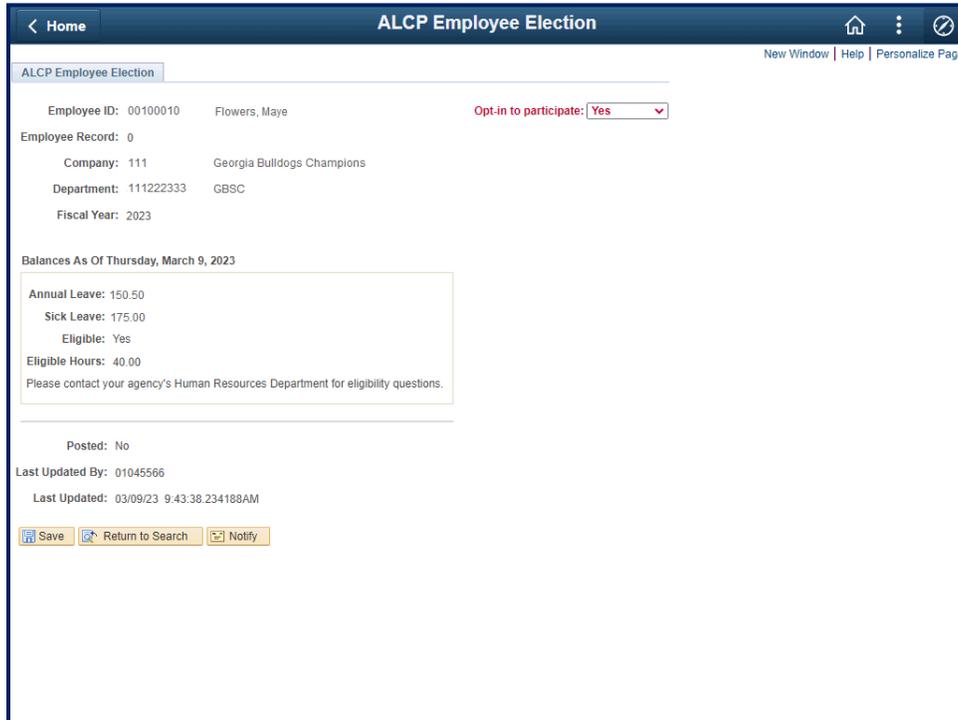


The screenshot shows a web application titled "ALCP Employee Election". At the top left is a "Home" button. The main content area displays employee information: Employee ID: 00100010, Name: Flowers, Maye, and a red "Opt-in to participate:" label followed by a dropdown menu currently set to "No". Other details include Employee Record: 0, Company: 111 (Georgia Bulldogs Champions), Department: 111222333 (GBSC), and Fiscal Year: 2023. A section titled "Balances As Of Thursday, March 9, 2023" lists Annual Leave: 150.50, Sick Leave: 175.00, Eligible: Yes, and Eligible Hours: 40.00. Below this is a note: "Please contact your agency's Human Resources Department for eligibility questions." At the bottom, it shows "Posted: No", "Last Updated By: 01045566", and "Last Updated: 03/09/23 9:43:38 234188AM". Action buttons for "Save", "Return to Search", and "Notify" are at the bottom left.

Step	Action
6.	Click the Opt-in to participate drop-down list. Opt-in to participate: <input type="text" value="No"/> 



Step	Action
7.	<p>The Opt-in to participate field defaults to No. Employees have the option to select Yes or No. If no, there is nothing for the employee to do.</p> <p>For this example, the employee would like to participate in the ALCP Election program.</p> <p>Click the Yes link.</p> 



ALCP Employee Election

Employee ID: 00100010 Flowers, Maye Opt-in to participate: Yes

Employee Record: 0

Company: 111 Georgia Bulldogs Champions

Department: 111222333 GBSC

Fiscal Year: 2023

Balances As Of Thursday, March 9, 2023

Annual Leave: 150.50
Sick Leave: 175.00
Eligible: Yes
Eligible Hours: 40.00

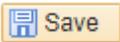
Please contact your agency's Human Resources Department for eligibility questions.

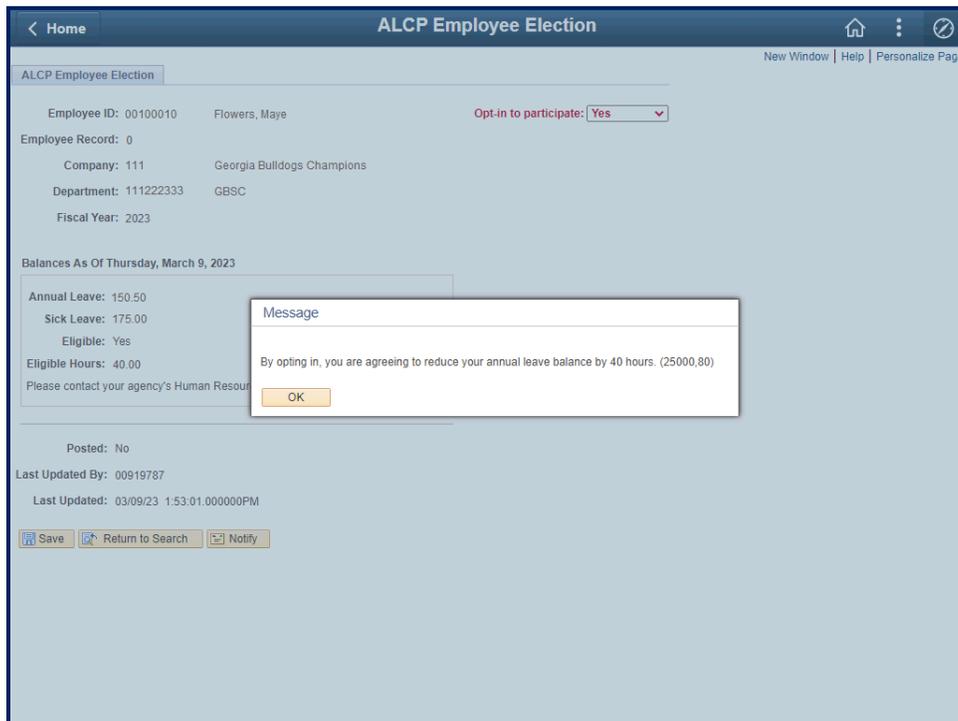
Posted: No

Last Updated By: 01045566

Last Updated: 03/09/23 9:43:38 234188AM

Save Return to Search Notify

Step	Action
8.	Click the Save button. 



ALCP Employee Election

Employee ID: 00100010 Flowers, Maye Opt-in to participate: Yes

Employee Record: 0

Company: 111 Georgia Bulldogs Champions

Department: 111222333 GBSC

Fiscal Year: 2023

Balances As Of Thursday, March 9, 2023

Annual Leave: 150.50
Sick Leave: 175.00
Eligible: Yes
Eligible Hours: 40.00

Please contact your agency's Human Resources Department for eligibility questions.

Posted: No

Last Updated By: 00919787

Last Updated: 03/09/23 1:53:01.000000PM

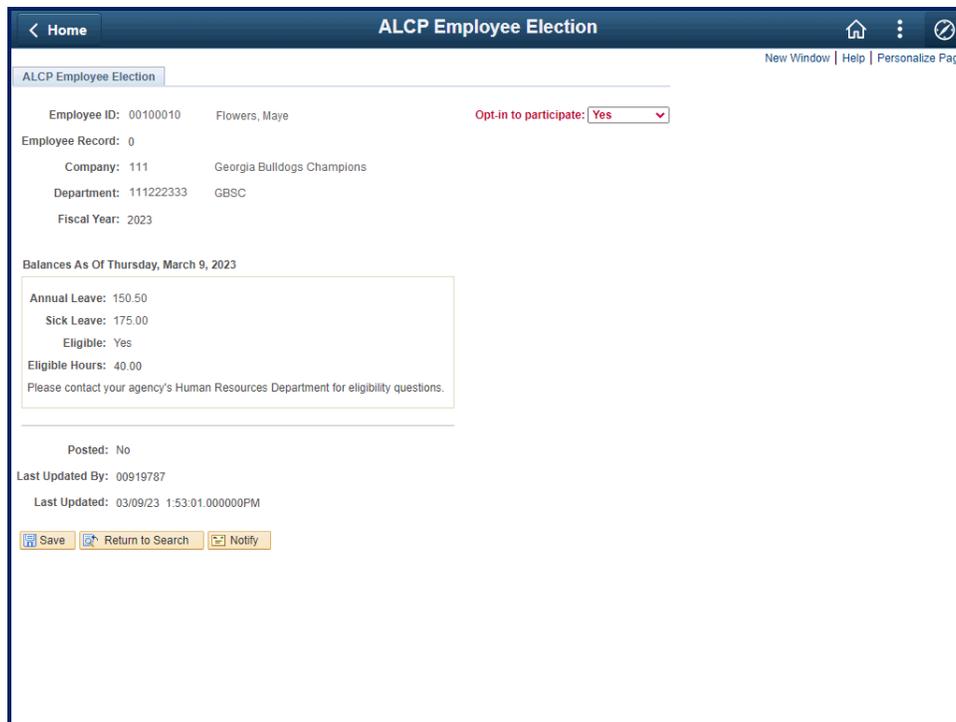
Save Return to Search Notify

Message

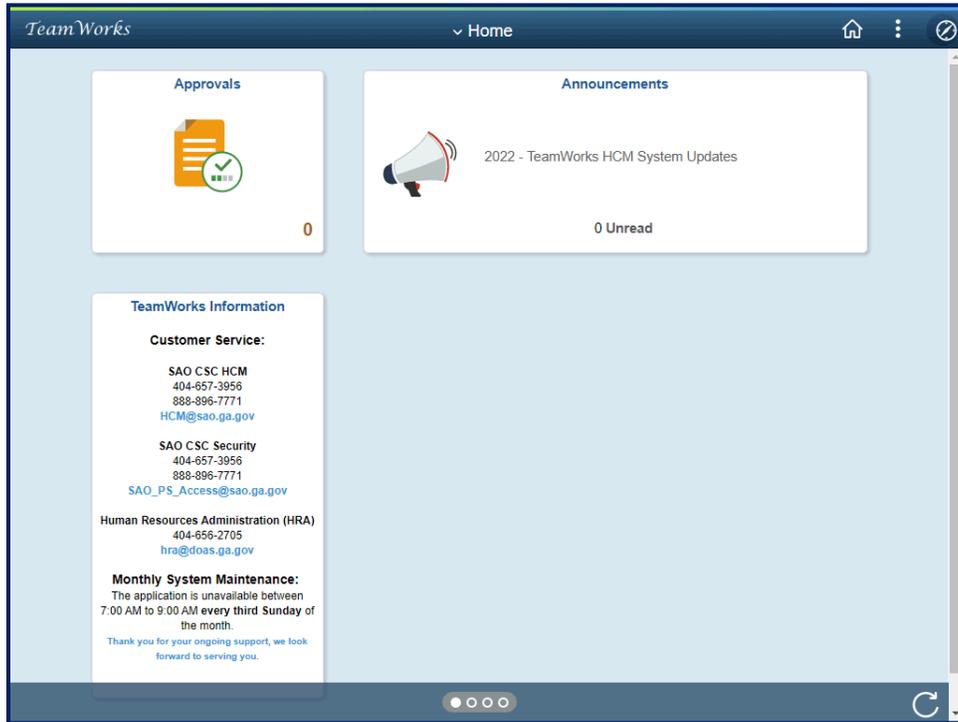
By opting in, you are agreeing to reduce your annual leave balance by 40 hours. (25000,80)

OK

Step	Action
9.	<p>Note: The system displays an automatic message for the employee to confirm the election.</p> <p>Click the Yes button.</p> <div data-bbox="365 451 1299 676" style="border: 1px solid gray; padding: 10px;"> <p>Message</p> <p>By opting in, you are agreeing to reduce your annual leave balance by 40 hours. (25000,80)</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>



Step	Action
10.	<p>Once the options is saved, the employee can click the Home button to return to the home page.</p> <div data-bbox="365 1612 422 1690" style="border: 1px solid gray; padding: 5px; display: inline-block;">  </div>



Step	Action
11.	<p>Congratulations! You have completed the Annual Leave Payout - Employee Opt In/Out topic.</p> <p>End of Procedure.</p>